Edit an MVD Record

To edit an MVD record, complete the following steps:

1. Click the **Check Processing** tab.

2. Select **Manage Verification** and click **Search MVD Record**. The *Step 1 of 4: Search MVD Record* page appears.

3. Enter the MVD search criteria and click **Search**.

   - Enter the **OTC Endpoint**, *required*
   - Check **Include Subordinates**
   - Enter the **IRN** (Individual Record Number)
   - Enter the **User Defined Field**
   - Select the **Search Type**
   - Enter the **Bank Routing Number**
   - Enter the individual's **Account** number
   - Select the **Trade Status**
   - Enter the **From** and **To** MVD Date

> **Application Tip**
>
> The **From** and **To** MVD Date is the date that the returned record was created in the MVD.

4. Click **Search** to initiate the search. The records appear in the table below.

5. Click the **IRN** hyperlink of the check whose details you would like to view. The *Step 2 of 4: Review the MVD Record* page appears.

6. Click **Edit** to edit the MVD record. The *Step 3 of 4: Edit the MVD Record* page appears.

7. Edit the appropriate details and click **Next**.

   - Select the **Trade Status**

> **Application Tip**
>
> A **Cleared Trade Status** removes the **Deny Date** from the verification record and accepts the record into the system.

   - Enter the **Deny Date**

> **⚠ Application Tip**
>
> The **Deny Date** indicates the date when the suspension period ends. The **Deny Date** must be greater or equals today's date and is mandatory for a **Suspend Trade Status**. The **Deny Date** for a **Denied** and **Blocked** trade status defaults to 9/09/2099.

- Select a **Return Reason Code**

> **⚠ Application Tip**
>
> The **Return Reason Description** is not editable and appears after a **Return Reason Code** is selected.

- Enter a **Note** referencing the reason for suspending, denying, or blocking the record.

8. The Step 4 of 4: Review the edited MVD Record. Verify the verification record information is correct and click **Submit**. Click **Edit**, if you need to modify the information entered and return to Step 7.

9. A *Confirmation* page appears stating that the MVD record has been updated.

> **⚠ Application Tip**
>
> Additional buttons on the pages that help you perform other tasks:
> - Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
> - Click **CIRA Detail** to display CIRA details. (Visible only if is a CIRA record exists.)
> - Click **Edit** to update the MVD record.
> - Click **Previous** to return to the previous page.
> - Click **Return Home** to the OTCnet Home Page.